

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 22-100; the proponent agency is TRADOC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g., performance/professional growth or event-oriented counseling, and includes the leader's facts and observations prior to the counseling.)
PLDC Preparation

To:

- Prepare SPC _____ for PLDC.
- Congratulate soldier on performance at promotion board.
- Inform soldier that PLDC class will begin on (Date)_____.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Preparation:

- Review PLDC Checklist.
- DX unserviceable TA-50.
- Schedule interview with 1SG / CSM.
- Coordinate Unit Level APFT with 1SG and Training NCO.
- Work on giving PT, conducting Drill and Ceremonies, conduct basic land navigation course, review PMI, and practice conducting a class.
- Inspect all equipment for serviceability.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).)

- Prepare to conduct PT once a week beginning next week.
- Prepare your class for my review.
- Ensure your equipment is prepared for my inspection on (Date)_____.
- Conduct Diagnostic APFT.
- Obtain orders and meal card if necessary.
- Storage of POV and personal property.
- Paying bills.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

- Assist soldier in preparing for all evaluation areas in PLDC.
- Conduct diagnostic APFT.
- Schedule appointment with 1SG / CSM.
- Provide a sponsor (recent PLDC graduate if possible) to the soldier.

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual _____ Date of _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.